

# NEWS-PAY-PERS

U. S. Navy Personnel Support Detachment, Diego Garcia

**JANUARY 2004**

***This newsletter update is designed to keep you, our valued customers informed of news affecting pay and personnel policies and procedures. We hope you will find it informative and useful.***



**OIC'S CORNER  
PNCM (AW/SW) ESCAJEDA  
370-3550**

Please take time to read this edition as it contains information pertaining to pay and personnel benefits. If you have any questions or concerns, please feel free to contact the PSD's Customer Service Desk at 370-3656 or email [dgcustomer@psapac.navy.mil](mailto:dgcustomer@psapac.navy.mil).

## **CONGRATULATIONS TO PSD'S OUTSTANDING SAILORS AND CIVILIAN PERSONNEL**

Congratulations to PN2 Gabriela Nicolescu and Mr. Richie Bancil, for being selected as Senior Sailor of the Quarter and Civilian of the Quarter respectively for the 4<sup>th</sup> Quarter CY-2003. Additionally, we want to Congratulate the following outstanding People of the Year: DKSN(SW) Candace Kimball for

being selected PSD's Blue Jacket of the Year for 2003; Ms Angie Garcia for being selected as PSD's 2003 Civilian of the Year; and PN2 Gabriela Nicolescu for being selected as our 2003 Senior Sailor of the Year. Well done. We are proud of you!

## **HAIL AND FAREWELL**

We must say "so long" to DK2 Heather White who accepted orders to PSD Washington DC. Fair Winds and Following Seas DK2 White.

We would like to welcome DK2 Deeann Pulvino and DK3 Giovanna Pedrotti from VP-47. They have joined our PSD Diego Garcia's Disbursing Team. Welcome aboard shipmates!

Since this Newsletter is being released prior to January 2004, I want to take this opportunity to wish each and every one of you, a Merry Christmas and a very Happy and Safe New Year!



**MILPERS DIVISION OFFICER  
PNC(SW/AW) MERU  
370-3658**

## **PERFORM TO SERVE (PTS) PROGRAM EXPANSION**

Per NAVADMIN 316/03, the Perform To Serve (PTS) program has proven to be successful at balancing the skill mix and improving advancement opportunity for First-term CREO Group 3 Sailors, that this PTS program is being expanded to include First-term Sailors in CREO group 2, beginning with personnel having an EAOS of February 2004 or beyond. This PTS expansion includes two significant program changes: A conversion only option, and the requirement to include ASVAB line scores in PTS applications selecting a conversion option. Beginning with applications initiated or changed in January 2004, Sailors may request to be considered for conversion only to another rating, forfeiting an opportunity to be re-enlisted in their current rating. Applications received after 1 January 2004 (initial or modified) must include current ASVAB line scores for a Sailor who chooses a conversion option. Specific instructions to complete the PTS application with these enhancements are contained in the PTS section of the StayNavy web site. Previous CREO group 3 PTS application procedures remain in

effect. Submit initial First-term, CREO group 2 applications by 31JAN04. Thereafter, the submission deadline will be the last Friday of each month. Requests received late will be processed the following month. The maximum number of times a Sailor will be compared within the peer group is 6, regardless of EAOS. CO's may authorize extensions to await PTS results. If Sailor is disapproved for reenlistment or conversion, the CO may authorize one additional 2-month extension for the Sailor to transition from the Navy. CREO 2 personnel in receipt of PCS orders, or with an approved conversion package, or with approved SRB Pre-cert at the time of the release of this NAVADMIN are not affected. For more info, please read NAVADMIN 316/03 in its entirety.



### **ENLISTED DETAILING WINDOW**

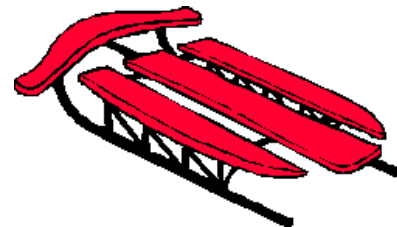
Per NAVADMIN 318/03, to support the dynamic manning requirements of the fleet response plan and to more effectively manage PCS funds, detailers will now be applying broader PRD windows for the PCS moves of enlisted personnel. Instead of trying to move Sailors within the projected rotation month, Detailers will consider cutting orders anywhere from 3 months prior to 4 months after an individual's PRD. The use of expanded PRD windows – which has been policy for more than a decade will: provide NAVPERSCOM, in coordination with Commanders, the flexibility to adjust

Sailors rotation dates within a window to meet operational requirements of the fleet readiness program (FRP); provide greater opportunity for qualified contact reliefs for operating forces and other critical billets; provide greater flexibility for Sailors to select a wider variety of positions in JASS than using a fixed single month rotation date; provide greater opportunity for Sailors to select jobs that are No-Cost moves within fleet concentration areas, thereby increasing family suitability and quality of life/service; provide greater number of candidates for filling operational and other critical billets. Detailers and placement officers will work with commands and individual Sailors to identify the month within the detailing window that an individual may expect to transfer. Individuals on mandatory DOD Overseas tours will not be extended beyond the prescribed tour length. COMNAVPERSCOM POC is LT Stowell, PERS-40BB (901) 874-3510/DSN 882-3510.

### **TRANSFERS/SEPARATION SECTION SUPVSR PN2 NICOLESCU 370-3605**

#### **IDENTIFICATION CREDENTIALS FOR THE UNITED KINGDOM**

Effective 13 January 2004, except for active duty military personnel, all travelers staying in the United Kingdom for more than 6 months must obtain a visa. This requirement applies to active duty dependents, civilian employees and their dependents, and all contractors and their dependents. The visas can be obtained by mail from the following offices: Applicants East of the Mississippi River should submit applications to the British Consulate in New York; applicants West of the Rocky Mountains will submit their applications to the British Consulate in Los Angeles, CA; applicants living in between the two above areas will be serviced by the British Consulate in Chicago IL; British Consulates are available in Tokyo, Seoul and Singapore. Travelers from Guam and Hawaii should request the visa from the British Consulate in Los Angeles. For questions, please see or call PN2 Nicolescu at 370-3605 or PN2(SW/AW) Forness at 370-3653.



### **CUSTOMER SERVICE SUPVSR PN2(SW/AW) FORNESS 370-3653**

#### **PROCEDURES FOR OBTAINING PASSPORTS**

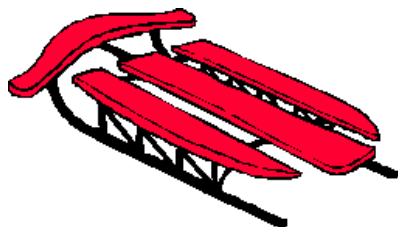
The processing time for Tourist Passports is 5-6 weeks and 8-10 weeks for No-Fee Passports. The following are required for FEE or Tourist Passports: Passport Application (DSP 11, original) or DSP 82, renewal; Original Birth Certificate or a copy certified by applicant's state or country with the seal of the official custodian of birth records; Postal Money Order for correct amount (\$85 for initial or \$55 for renewal); Two passport photos; proof of name change (if applicable). The following are required for Official No-Fee Passports: Passport application (DSP-11); DD Form 1056; Original birth certificate or valid civilian U.S. Passport; certified copy of military ID cards; Two passport photos, copy of PCS orders. After obtaining all documents, Fill out blocks 1-20 of the Passport Application, BUT DO NOT SIGN THE FORM. Take the application package to PSD for review, signatures and seal, as required. Birth certificates, old passports and all other supporting documents will be returned by the US Embassy approving the Passport Application. For more details, please see or call PN2(SW/AW) Forness at 370-3653.



**EDUCATIONAL SERVICES  
OFFICER (ESO)  
PNC(SW/AW) JENKS  
370-3651**

**E8-E9 SELECTION BOARDS  
REMINDER**

The next Selection Board for advancement to SCPO/MCPO for active duty personnel will convene 29 March 2004 for E-9 and 12 April 2004 for E-8. Correspondence/package must be postmarked **NLT 9 January 2004**. Those who submitted a request for transfer to the Fleet Reserve render themselves ineligible for selection board consideration and advancement. Final approval of request is not required. The act of applying for Fleet Reserve renders the Sailor ineligible for selection board consideration. The only exception is those who request transfer to the fleet reserve at or beyond their High Year Tenure (HYT) date. Personnel who already have an approved or pending fleet reserve application and desire consideration by the selection board must have the fleet reserve application cancelled not later than 1 February 2004. For questions, please call PNC(SW/AW) Jenks at 370-3651.



**DISBURSING OFFICER  
DKC(SW) NAVAL  
370-3649**

**2003 OVERSEAS HOUSING  
ALLOWANCE (OHA) UTILITY  
AND MOVE-IN EXPENSES  
SURVEY**

The 2003 Overseas Housing Allowance (OHA) Utility and Move-in Expenses (MIHA) Survey for uniformed service members became available for completion online effective 3 December 2003 and will



continue to be available online until 31 January 2004. Members should make every effort to take the survey on-line and reflect their actual incurred costs on the survey. Annually, the Per Diem Travel and Transportation allowance committee (PDTATAC) conducts the OHA utility and move-in expenses survey to collect utility and recurring maintenance expense data from service members who receive an Overseas Housing Allowance. Every three years, additional questions are added to collect move-in expenses from service members. PDTATAC uses this data to compute scientifically accurate OHA utility and MIHA allowances for service members world-wide. In the past, the survey was distributed by mail to a sample of service members. Because many service members felt that their utility and move-in expenses were not considered when rates were calculated, this year all service members who reside in privately leased quarters overseas and receive an overseas housing allowance will have an opportunity to complete the survey on the internet. To complete the survey, respondents should have actual bills or records of their utility expenses and maintenance expenses for the last 12 months. The website is: <http://milsurveys.com/oha>. So, if you want to make a positive and significant impact on the future Overseas Housing Allowance (OHA), this is your chance to do so. Please complete the survey.



**MAXIMUM  
EXCLUSION AMOUNT FOR  
OFFICERS IN A COMBAT ZONE**

Per Military Pay Advisory 124/03, Effective 1 January 2004, the maximum amount per month that can be excluded from an officer's total taxable income for the month(s) that the officer is in the combat zone is \$6,090.90 per month. If the combat zone area is also designated as a hostile fire/imminent danger pay area, then the officer's maximum exclusion amount for the month(s) is \$6,315.90. When the officer's taxable income exceeds the maximum exclusion amount the remaining taxable income will be taxed based on the officer's withholding election. Maximum exclusion amount only applies to officers (**not** enlisted members) in a combat zone area. For more details, please see or call DKC(SW) Naval at 370-3649.



**CUSTOMER SERVICE/ID LAB  
PN2(SW/AW) FORNESS/  
MS ANGIE GARCIA/  
370-3644**

**FAMILY SERVICEMEMBER'S  
GROUP LIFE INSURANCE  
(FSGLI)**

Per Military Pay Advisory 127/03, Military member married to another member (MIL-TO-MIL) are automatically covered for \$100,000 of FSGLI or the amount of the spouse's SGLI, whichever is less. This FSGLI coverage became effective 1 November 2001 or the date of marriage, whichever is later. All Mil-to-Mil couples should register each other in the Defense Enrollment Eligibility Reporting System (DEERS) as spouses. Registration of a spouse as a dependent will cause monthly FSGLI premiums to start being



deducted from the member's pay. Failure to register a military spouse in DEERS as a spouse will result in an indebtedness to the government upon the separation or the retirement of one of the spouses. That is, if one of spouses separates or retires. If Mil-to-Mil spouses do not wish to participate in the FSGLI program, they both must fill out a form SGLV-8286A. They must hand write "I do not want coverage for my spouse at this time." The form should be signed and dated by the member as well as a witness. The member should receive a copy of the form SGLV-8286A and the original should be filed in the member's service record. Upon receipt by the Personnel Offices, they will enter the declination information on the Defense Manpower Data Center (DMDC) website. The URL for FSGLI is: [www.dmdc.osd.mil/dpdri](http://www.dmdc.osd.mil/dpdri). For details please see or call PN2(SW/AW) Forness at 370-3653.

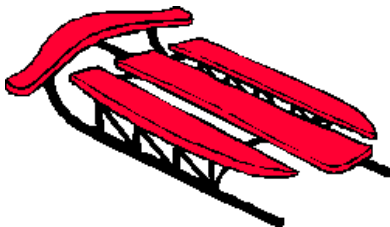


### COMMON ACCESS CARD (CAC) ISSUES/APPOINTMENTS

**No appointments** will be taken between the hours of 1100 and 1200, due to Systems Maintenance by DRAC Korea. For questions, please call PN2(SW/AW) Forness or Ms Angie Garcia at 370-3644.

### OFFICER AND ENLISTED TRANSFER MANUAL

Per NAVADMIN 304/03, the consolidation of the Officer and Enlisted Transfer Manuals into the Military Personnel Manual is complete. The MILPERSMAN now offers naval personnel a one- source document that eliminates contradictions, simplifies updating,



provides standardized formats and improves administrative efficiency. The October 2003 BUPERS Publications/Directives compact disk (CD) includes the newly consolidated MILPERSMAN articles. It is available online at <https://buperscd/technology.navy.mil>. The Officer and Enlisted Transfer Manuals will continue to be accessible on the CD until JAN2004, but only to provide a cross-reference listing of article numbers.

### SERVICE RECORD CHECK-OUT PROCEDURES

As discussed during the last PLR meeting (25NOV03), **only PSD staff** will be "pulling out" Service Record/s from the Service Record vault/cabinets. Pass Liaison Representative's (PLRs) needing to check-out Service Records - will provide PSD list/s of name/s of Service Record/s they need to check-out. Service Records will **only** be check-out to authorized personnel designated by their respective commands. Customer commands are requested to regularly update the list of their respective PLRs when need arises. For questions, please see or call Ms Angie Garcia at 370-3644.



TELL US HOW WE'RE DOING!!  
HERE'S YOUR CHANCE TO REALLY  
MAKE A DIFFERENCE IN YOUR PSD  
EXPERIENCE!! ANY QUESTIONS,  
CONCERNS OR COMMENTS ARE  
GLADLY WELCOMED AT  
[WWW.ICE.DISA.MIL](http://WWW.ICE.DISA.MIL) JUST FIND  
DIEGO GARCIA ON THE  
DEMOGRAPHICAL MAP AND CLICK  
ON THE APPROPRIATE SECTION (i.e.  
Travel & Transportation, money/finance,  
or Personnel Services)

FOR MORE INFORMATION ON  
CURRENT PAY AND PERSONNEL  
ISSUES, PLEASE VISIT  
PERSONNEL SUPPORT ACTIVITY  
PACIFIC'S WEBSITE AT  
[www.psapac.navy.mil](http://www.psapac.navy.mil)

**PSD DIEGO  
GARCIA'S DUTY  
BEEPER 972-  
337 ext 110**

### IMPORANT CONTACT NUMBERS FOR PERSUPDET DIEGO GARCIA

OIC .....	370-3550
DEPUTY DISBO.....	370-3649
MILPERS DIVO.....	370-3658
SENIOR ENLISTED ADVISOR.....	370-3660
TRANSFER SECTION.....	370-3605
RECEIPTS SECTION.....	370-3653
ESO.....	370-3651
FISCAL .....	370-3646
TRAVEL CLAIMS.....	370-3657
TRANSPORTATION.....	370-3661
SQUADRON DKs.....	370-3654
SERVICE RECORD VAULT.....	370-3654
CUSTOMER SERVICE DESK.....	370-3656
CUSTOMER SERVICE DESK.....	370-3644
FAX .....	370-3650



**A VERY WARM THANK  
YOU AND A JOB WELL  
DONE TO ALL THE  
PASS LIAISON  
REPRESENTATIVES!!!**

**-FROM THE WHOLE STAFF  
OF PSD DIEGO GARCIA**

**PSD DIEGO GARCIA's  
HOURS OF  
OPERATION**

**Mon, Tue, Wed, Fri 0730 - 1600  
Thursdays 0730 - 1500**

**Please be in the Uniform of the  
Day when transacting business**

**REMINDER**

**PLR MEETING  
0900, 23DEC2003**

**@**

**PSD DIEGO GARCIA LOUNGE  
For questions please call  
PN2 NICOLESCU  
at 370-3605**



**MERRY CHRISTMAS  
AND A HAPPY NEW  
YEAR TO ALL !!**

**PSD DIEGO GARCIA'S PEOPLE  
OF THE QUARTER  
(4<sup>TH</sup> QTR CY 2003)**

**SENIOR SAILOR OF THE  
QUARTER:**

**PN2 GABRIELA NICOLESCU**

**CIVILIAN OF THE QUARTER:**

**MR. RICHIE BANSIL**



**PSD DIEGO GARCIA'S PEOPLE  
OF THE YEAR 2003**

**BLUE JACKET OF THE YEAR:**

**DKSN(SW) CANDACE KIMBALL**

**CIVILIAN OF THE YEAR:**

**MS. ANGIE T. GARCIA**

**SENIOR SAILOR OF THE YEAR:**

**PN2 GABRIELA NICOLESCU**



**MERRY CHRISTMAS !**

**FELIS NAVIDAD!**

**MELIKALIKEMAKA!**

**MALIGAYANG  
PASKO!**

**NARAGSAK NGA PASCUA  
YO!**

**MAYAP A PASKO!**



